

PERSONAL USE of PORTABLE ELECTRONIC RESOURCE

DEDUCTION AUTHORIZATION OR CANCELLATION

DA

PAYROLL OFFICE – UNIVERSITY OF MICHIGAN

1000 Victors Way
Ann Arbor, MI 48108
Phone (734) 615-2000
Fax (734) 647-3983

The purpose of this deduction is to charge the faculty or staff member for the personal use of University-provided portable resource, e.g. cell phone, blackberry, etc. For more information about this deduction and its use, see Standard Practice Guide 514.04. Note that this form must be completed by the faculty/staff member and a departmental representative to provide the shortcode information.

Please print.

NAME _____ UMID _____

Payroll Deduction Code: TTNEQ – Technology Tools Equipment
Effective Paydate: _____ Biweekly-paid _____ Monthly-paid
Month Day Year
Shortcode (to be completed by departmental representative): _____

Check one.
___ I wish to set-up a new deduction for \$_____
___ I wish to change my existing deduction from \$_____ to \$_____
___ I wish to cancel my existing deduction.

I authorize the above action to be taken for my deduction and agree to its remittance in accordance with schedules established by The University. I realize that this Authorization must be in the Payroll Office at least ten days prior to the effective payday.

Signature – faculty or staff member _____ Date _____ Daytime Phone # _____

Signature – departmental rep. (employee’s manager) _____ Date _____ Daytime Phone # _____